

Approved For Release 2001/03/02 : CIA-RDP79-04691A000100090003-0

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Assistant to Deputy for Administration

FROM : Deputy Assistant Director for Operations

DATE: DEC 7 1951

SUBJECT: Change in T/O, [REDACTED]

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REF: Memorandum to Administrative Officer, [REDACTED] from the Chief, General Services Branch dated 9 November 1950, subject: Cleaning [REDACTED], Maryland, copy attached hereto.

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1. [REDACTED] located at [REDACTED], Maryland consists of an operations building having approximately 10,275 square feet of floor space with heating plant and air conditioning system, a shop and storage building of approximately 885 square feet, a garage and emergency generator shed of approximately 1,120 square feet, an antennae field of 96 acres, plus lawns, shrubs, incinerator, etc.

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2. Custodial help now provided the [REDACTED] consists of one full time custodian and one custodian-chauffeur who can devote only one-half of his time to custodial duties. The two additional chauffeurs provided in the bureau T/O are under the direction of Services Division and devote their entire work week to driving duties.

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3. Actual experience and close observation since activation of the station on 1 April 1950 have clearly demonstrated that the one full-time and one part-time custodian are incapable of providing adequate care and maintenance of the [REDACTED]. Obviously, excessive deterioration of this valuable government property can be expected to occur unless sufficient custodial services are provided. It is believed that one additional, full-time custodian would enable the [REDACTED] to adequately maintain all buildings and grounds with the possible exception of the antenna field which may require servicing about once yearly on a contract basis.

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It is therefore requested that the T/O of the [REDACTED] be increased by one custodian, CPC-4 at the earliest practicable date.

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Attachment

[REDACTED]  
LYMAN B. KIRKPATRICK34  
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